

AUGUST 17, 2021
BOARD MINUTES

Pursuant to motion of adjournment, the Polk County Board of Commissioners met in regular session at 9:30 o'clock a.m., August 17, 2021. Commissioner Warren Strandell, Commissioner Joan Lee, Commissioner Gerald Jacobson, Commissioner Willhite, Commissioner Holy and Charles S. Whiting, County Administrator, Clerk of the Board. Others present Valerie Bjerk, Deputy Clerk of the Board.

REVISED AGENDA

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the August 17, 2021, revised agenda adding No. 4 under Social Services and adding No. 5 under Public Health.

CONSENT ITEMS

A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the August 17, consent items:

1. Approve Commissioner Warrants: General Revenue Fund, \$89,663.99; Public Works Fund, \$169,645.48; Public Safety Fund, \$30,318.43; Public Health Fund, \$6,705.47; Forfeited Tax Sale Fund, \$75.37; Special Assessments (Ditch) Fund, \$4,497.50; Environmental Services Fund, \$22,200.92; Resource Recovery Fund, \$74,688.04; Landfill Fund, \$41,240.17; Per Diems, \$1,650.00; Meal Reimbursements (without overnight lodging), \$26.19 and Sign Audit List.
2. Approve the July 20, and July 27, 2021, Board minutes.
3. Approve payment to US Bank, St. Louis, MO in the amount of \$55,246.72 for procurement card purchases.
4. Approve payment to Nichole Rae, St. Augustine FL in the amount of \$250.00 for virtual staff training for COVID Response/MH Response and Recovery for Public Health.

COUNTY BOARD MEMBER ISSUE FORUM

1. Commissioner Strandell brought forth that he attended the Tri-County Community Corrections meeting where discussion took place regarding inmate occupancy as well as per diem rates.
2. Commissioner Lee brought forth that she participated in the Radio Show. She also received questions pertaining to the 2nd Amendment. A call was also received regarding a peat fire.
3. Commissioner Jacobson brought forth that he attended the Tri-Valley Opportunity Council meeting virtually.
4. Commissioner Willhite brought forth that he attended the Tri-Valley Opportunity Council meeting. He also took part in a tour of the Fournet Building. He also heard frustrations regarding the application procedures on how to receive federal dollars. Tri-Valley Opportunity Council labor changes and the rental rates at the East Grand Forks Human Service Building were approved.
5. Commissioner Holy brought forth the MRSRTR Watershed/culvert.

HIGHWAY

Richard Sanders, Polk County Highway Engineer came before the Board with matters pertaining to his department:

1. County Ditch 66 Maintenance Request

A request by the Red Lake Watershed District was made to perform work within the corridor of Polk County Ditch 66 to better allow release of flood waters more efficiently from Euclid East Impoundment. A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the work in CD 66 and name Richard Sanders as Engineer over the project.

2. County Ditch 140 Maintenance Request

A request has been made to repair culvert/clean ditch. A motion was made by Commissioner Jacobson seconded by Commissioner Willhite and adopted by unanimous vote of the Board to approve the work in CD 140 and name Richard Sanders as Engineer over the project.

SOCIAL SERVICES

Karen Warmack, Social Services Director came before the Board with matters pertaining to her department:

1. Resolution (2021-64) Authorizing Application and Administration of the Minnesota Housing and Finance Agency Family Homelessness Prevention and Assistance Program

RESOLUTION (2021-64)
Resolution Authorizing Application and Administration of the Minnesota Housing and Finance Agency Family Homelessness Prevention and Assistance Program

The following resolution (2021-64) was offered by Commissioner Willhite:

WHEREAS, The Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide funds for Family Homeless Prevention & Assistance Projects; and,

WHEREAS, Tri-Valley Opportunity Council, Inc. in the nine-county region of northwest Minnesota (Clearwater, Kittson, Lake of the Woods, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau) has developed an application for the Minnesota Housing Finance Agency Family Homelessness Prevention and Assistance Program; and

WHEREAS, Tri-Valley Opportunity Council, Inc. have demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency Family Homelessness Prevention and Assistance Program.

NOW THEREFORE BE IT RESOLVED, That Tri-Valley Opportunity Council, Inc. is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency Family Homelessness

Prevention and Assistance Program in the county of Polk in Minnesota.

Commissioner Jacobson seconded the foregoing resolution and it was declared adopted upon the following vote. YEAS: Lee, Jacobson, Willhite, Strandell and Holy. NAYS: None.

2. Social Service Supervisor Request

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to refill the Social Service Supervisor position and any internal subsequent position vacancies occurring because of this action.

3. New Social Worker – Child Protection Specialist (CPS)

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to hire a permanent Social Worker-Child Protection Specialist, and any internal subsequent position vacancies occurring because of this action.

4. *Children Mental Health Respite Care Amendment

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board approve and accept the Department of Human Services Children Mental Health Respite Care Contract Amendment in the amount of \$60,540.00. This extends the total grant amount to \$151,990.00 with a new expiration date of 6/30/2022.

FACILITIES

Mark Dietz, Facilities Management Director came before the Board with matters pertaining to his department:

1. UPS Battery Replacement

A motion was made by Commissioner Strandell seconded by Commissioner Holy and adopted by unanimous vote of the Board to accept the two quotes from EATON Corporation, Rapid City, SD to replace the batteries at Tri-County Community Corrections Jail and 911 UPS units for a total cost of \$32,616.10.

PUBLIC HEALTH

Sarah Reese, Public Health Director came before the Board with matters pertaining to her department:

1. Northland Community and Technical College Facilities Use Agreement

A motion was made by Commissioner Strandell seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Northland Community and Technical College Facilities Use Agreement as presented. (Agreement on file in the Administrator's Office)

2. UMC Business Associate Agreement

A motion was made by Commissioner Willhite seconded by Commissioner Lee and adopted by unanimous vote of the Board to approve the Business Associate Agreement between UMC and Polk County Public Health as presented. (Agreement on file in the Administrator's Office)

3. HESI Service Agreement

A motion was made by Commissioner Lee seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve the HESI Service Agreement (Bio Medical Waste Disposal Service) as presented. (Agreement on file in the Administrator's Office)

4. Inter-County Head Start Health Consultant and Nutrition Consultant – Renew Service Contracts

A motion was made by Commissioner Lee seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve the Inter-County Community Council Head Start Health Consultant Service Contract and the Inter-County Community Council Nutrition Consultant Service Contract as presented. (Contracts on file in the Administrator's Office)

5. *Advertisement & Hiring – Nurse

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to approve advertising and hiring a 1.0 FTE Registered Nurse or Public Health Nurse and any subsequent vacancies within Polk County Public Health.

PLANNING AND ZONING

Jacob Snyder, Assistant Environmental Services Administrator came before the Board with matters pertaining to Planning and Zoning:

1. Award Loan Program Septic Fix-Up Project – Mike Pahlen

A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board to award a Loan Septic Fix Up to Mike Pahlen to upgrade their failing septic system and to award the bid to Great Northern Septic Service, Brandon Maygra L#4100, who was the low bidder \$10,800.00 and will be installing the septic system.

2. ARP Funding for SSTS Fix-Up

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to designate \$50,000.00 of American Relief Program Funds per Category 5.5 Clean Water: "Other Sewer Infrastructure" of the State and Local Fiscal Recovery Funds Report to the County's Septic System Upgrade Program. A motion as made by Commissioner Willhite seconded by Commissioner Holy and adopted by unanimous vote of the Board to approve 50% allocation to upgrade the failing septic system for Debrah Burke P#54.00043.02 for Brandon Maygra L#4100 to upgrade the septic with a bid of \$16,000; for Joseph Hedden P#20.00004.00 for Brandon Maygra L#4100 to upgrade the septic with a bid of \$12,400; for Mary Filipski P#59.00037.01 for Shawn Hedlund L#2970 to upgrade the septic with a bid of \$14,572; for Cole and Tara Jenkins P#40.00185.02 for Brandon Maygra L#4100 to upgrade the septic with a bid of \$14,800; and Gene and Linda Skarsten P#40.00337.02 for Wade Delage L#2495 to upgrade the septic with a bid of \$12,875 as presented to the Board. Total allocation of \$35,323.50 in 2021 to upgrade the aforementioned parcels failing septic systems. Only 50% of the bid price paid to the contractors by ARP funding upon completion of the septic system upgrade. The landowners are responsible for the other 50% payment allocation to the contractor and the projects must be completed by Nov 1, 2021.

NW MN MULTI-COUNTY HRA

Charity Brault, Executive Director, NW MN Multi-County HRA along with Heather Harbott and Mark Finstad came before the Board with matters pertaining to the HRA:

1. HRA 2021 Levy and Program Review

Discussion along with handouts were presented to the Board regarding the HRA 2021 Levy and what the HRA is accomplishing in the region to address community and housing development needs. (Handouts on file in the Administrator's Office) Mark Finstad presented a thank you letter to the Board acknowledging the Polk County Highway Department regarding paving the parking lot in front of Rodness Lutheran Church in rural Erskine, MN and assistance in moving the Rodness Cemetery fence.

ADMINISTRATION

Chuck Whiting, Polk County Administrator came before the Board with matters pertaining to his department:

1. American Relief Program Status

The status of the American Relief Program was discussed with the Board.

2. 2022 Budget Status

The status of the 2022 budget was discussed with the Board.

3. Performance Review – Closed Session (Pursuant to MN Statutes 13D.05, Subd. 3(a)) – Evaluate the Performance of Individual Subject to the Board's Authority, County Administrator Chuck Whiting

1. Action to Convene in Closed Session

A motion was made by Commissioner Strandell seconded by Commissioner Willhite and adopted by unanimous vote of the Board to move into closed session at 12:07 p.m.

2. Reconvene Into Open Session

A motion was made by Commissioner Willhite seconded by Commissioner Strandell and adopted by unanimous vote of the Board to reconvene into regular session at 12:42 p.m.

3. Report Conclusion of Closed Session Evaluation

Discussion was brought forth regarding the evaluation of the Polk County Administrator Charles Whiting. It was reported that the evaluation was concluded with the consensus that Mr. Whiting received a positive evaluation by the Board.

COMMISSIONER WARRANTS

A motion was made by Commissioner Holy seconded by Commissioner Strandell and adopted by unanimous vote of the Board that the following Commissioner Warrants were approved:

COMMISSIONER WARRANTS

DATED 08/20/2021

APPROVED 08/17/2021

<u>Vendor Name</u>	<u>Amount</u>
Al's Electric Inc	4,233.00
Auto Value - Crookston	2,207.30
Brost Chevrolet Inc	2,730.66
Carlson Inc/Re	3,895.00
Central States Wire Products Inc	2,313.58
Chiller Systems Inc	9,022.82
Church & Dwight Co Inc	10,020.78
Country Pet Foods, LLC	5,704.02
Crookston Fuel Company	7,296.92
DMH Companies	2,725.59
Donarski Brothers Inc	82,835.73
Environmental Sentry Protection LLC	3,960.00
GF- Bergstrom Electric Inc	22,830.08
Hennen Equipment Inc	2,222.77
Higher Ground	4,287.50
Jsb Engineered Solutions	12,577.50
Kimball Midwest	2,040.46
Kinergy Corporation	4,582.09
Kurita America Inc	8,495.70
Lunseth Plumbing & Heating Co	2,568.90
Marshall County Highway Dept	4,400.06
Mn Dept Of Transportation	7,491.95
Northdale Oil Inc	2,814.62
Northland Comm & Tech College	2,500.00
Nutrien Ag Solutions Inc	5,352.58
Palmer Masonry & Concrete	3,961.00
Pemberton Law PLLP	12,809.56
Polk County	11,230.84
Polk County Administrator	5,520.00
Polk County Highway Department	24,109.10
Potters Industries Inc	7,040.00
Powerplan OIB	4,210.33
Productivity Plus Account	5,170.98
Regents Of The Univ Of Mn	2,508.11
ReitRock Paving LLC	7,000.00
Stantec Consulting Services Inc	14,509.32
Thygeson Construction Co	10,653.10
Todd's Tire Service Inc	13,663.21
Todd's Tire Service Inc	3,046.37
US Bank Voyager Fleet Sys	5,402.11
Widseth Smith Nolting & Assoc	2,125.00
Wilbur Ellis Co	4,398.15
219 Payments less than 2000	82,568.58
Final Total:	439,035.37

With no further business the Board adjourned to reconvene at 8:00 o'clock a.m., August 24, 2021.

Gerald Jacobson, Chair

ATTEST:

Charles S. Whiting, County Administrator, Clerk of the Board

August 17, 2021